REQUEST FOR TRANSPORTATION

(To be used for any travel involving discounted fare on other commercial carriers, e.g. Home Leave, Repatriation, etc.)

RECEIVED 15 JUH 1966

PERSONNEL DIVISION

DISTRIBUTION OF COPJES:

1. DIRECTOR OF PERSONNEL

16 June 1966

- 2. SCOSM METD
- 3. T-C'S OFFICE (RAD)
- EMPLOYEE

Please read the reverse side carefully before	TAIPEI		
filling out this former was a second or was the second		Date: 1	O June 1966
1. Employee: Edwin M. Walsh, SPROP AMD	TNN - Charle	Ed	uri m. Walk
NAME, POSITION, DEPT. & STA	ATION TO SEE SHEET		\$ I GNATURE
2. Dependents: NAME IN FULL NAME	RELATIONSHIP	BIR	TH DATE (FOR CHILDREN)
2. Dependents: NAME IN FULL STATE OF THE PROPERTY OF THE PRO	. Millian Mill 99. 301 b	•	APPROVED FOR RELEASE□ DATE: 24-Aug-2010
transport of the section of the sect		· · · · · · · · · · · · · · · · · · ·	
3. Home Address: Oswego, New Work. USE Washingt	on, D.C. Office	e for U.S.	A. contact
HOUSE NO. STREET, CITY, ST	TATE - IF APARTMENT,	ALSO INDICAT	E APARTMENT NO.
4. Purpose of Travel: x Home Leave	scounted Fare at E	mployee's E	xpense
Parata in the same that the sa	Dayman + har 2 a Yo	m. doduction	SALARY DEDUCTION JUN 19
nepatriation when it is a second control of the second control of	Payment by pers	onal check	·
Printed the special and the (Other) with the contract of	l Payment by cash	•	Distant !
escribit. Tuse is contined of English adeas	dans Joy kasis sas		APPROVED BY C&CM
5. Itinerary: 1969 Prom/Told System State	iou de CARRIER ::	CLASS	REMARKS
rayes. There is no recover to be here one	क्षेप्रकृतिसम्बद्धाः प्रश्नी सम्बद्धाः		1) Excess in cost of in-
Round the world per 1/7/6	60 Per soul	First	dicated travel over most direct first class allowa
attached list 120 TONS TO	attached	Tourist	H/L fare to be for employ account. (2) Indicated
attached list and construction of the state	66 list		account. (2) Indicated travel dates may be adjus
		17	-2 days, at direction of eservation Center, to sui cheduler/space availabili
6. Reservation: Required No	ot Required	Arra	nged by Employee
7. Tickets to be held at sent to E. Walsh TNN AL	The state of the s	·	t 30 June <u>1966</u>
Approved by Approved by	_Title	<u> </u>	Date
	Title Title		Date
9. SPACE FOR PERSONNEL DIVISION USE ONLY: Validation	Refer	ence No.:	PND-RET-9 66/795
(Applicable items will be checked by the	X Tickets	to be stam	ped so that they are non-
Records Section for the approval of the Director of Personnel).	ia navah	le and non-t le to the Co	ransferrable, and any refund
Employee and or dependents is/are authorized	Cost/Exc	ess in cost,	if any, is to be collected
Company-paid air transportation, 1st class or as			e issuing tickets.
available by the most direct and economical route:	Please s	tamp tickets	s valid until
FROM disenvolues of a contract of blooms	Remarks:	i tidiets o.	refund to burser
TO BE CHARGED TO: Shops Div.	r leave fravel		dangeria lagenda Allogence la lust
NOTE: Approval by the DP.is given only for the determin	nation whether the	travel is t	n he charged to the employee
or the Company, and the verification of the emp between the employee and the person(s) requesting subject to arrangements that can be made by the	loyee's status wing the travel. Th	th the Comp e request f	oany and/or the relationship or discounted fare travel is
the Company and the carriers involved.			

Approved by:

DECTOR OF PERSONNEL

DATE

Checked by:

SUPERVISOR, R/S-PND

EXPLANATORY NOTE

(Numbers corresponding to those shown on the front page)

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- . Employee Show name, position, department, signature and date. This line must be completed even if travel is for dependents only. If travel is requested for employee, check (X) the box preceding "Employee".
- 2. Dependents If travel is requested for dependents, check (X) the box preceding "Dependents" and fill in their names, relationship and, if childern are involved, their dates of birth. Leave this space blank if dependents' travel is not involved.
- 3. Home Address Address where contacts may be made.
- 4. Purpose of Travel Indicate by checking (X) in appropriate box. For discounted Fare at employee's expense, the method of payment selected must be further indicated as provided and shall be subject to approval by the Credit & Collections Manager.
- 5. Itinerary

 Fill in detailed itinerary and indicate names of carriers, class, dates, etc. and whether or not return trip is required. If berths are desired, indicate under Remarks section. It must be borne in mind that tickets are issued according to the itinerary as set forth by the employee. Therefore, check with the Ticketing Office, if necessary, with regard to carriers, dates, etc. before listing itinerary. Remember that an incomplete travel request will lead to unnecessary exchange of correspondence and may delay travel arrangements.
- 6. Reservations Indicate by checking (X) in appropriate box.
- 7. Tickets to be held at Show where you want the tickets to be picked up by or sent to on/about employee or dependents.
- 8. Approved by To be approved by Department Head, Division Director, and Company
 Officer where applicable.
- 9. Space for Personnel Division only.

 Division
- NOTE: This form should be typed out in four (4) copies. Submit all four (4) copies after approval by all concerned to the Personnel Division at least four weeks prior to the proposed date of departure.

All matters concerning the issuance of tickets and any subsequent re-routing of tickets, or refund of unused tickets or exchange orders should be taken up by the employee with S&S Manager, Taipei, directly and NOT with the Personnel Division, unless alteration of Company allowance is involved.

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